

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTOR'

RECORDS MANAGEMENT DIVISION INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form, Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section. FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Georgia Ports Authority Application Date Application Number Operations Division 1/09/80 Post Office Box 2406 Application Number Date Received Date Completed Savannah, Georgia 31402 SAN 7 1980 JAN 3 1 1000 2. Person to Contact Working Title Telephone Number Sandra Jones <u> Administration Manager - Operations</u> 964-1721. # 247 3. Action Requested 2. 🖸 Establish Retention Schedule; record will continue to accumulate. b.

Dispose of present accumulation; no further accumulation anticipated. X Amend Application No. 79-27 Check One: Change; C Supercede; Void 4. Dates of Series 5. Records Series Title (followed by title used in office: if different) Earliest Latest To Date Individual Ship Import Files Division and Office Function What is the function of the Division and the Office in which this record series is created? The Director of Operations assists the Executive Director in the managerial functions of the Georgia Ports Authority and is responsible for the operations of the Savannah State Docks & Railroad Company, Savannah State Docks & Warehouses - Garden City and Ocean Terminal, Augusta State Docks - Barge Terminal, Bainbridge State Docks - Barge Terminal & Brunswick State Docks & Warehouses. He also handles the function of leases, including negotiating leases for all divisions of the Port Authority, and with commercial and industrial concerns for use of space provided by the Georgia Ports Authority. The Office Manager in which this file is created supervises the work of the warehouse, billing, import and export departments, analyzes ships' schedules, coordinates the processing of all paperwork with field divisions, insures that all paperwork is properly prepared and carefully balanced and verified against documentation received, facilitates expeditious cargo handling. This file contains the following documents (include form numbers and titles, if any): Record Series Description Attach samples of the file. Documenting the incoming cargo of various ships. Documents relating to: Cargo discharge orders, temporary cargo receipts, delivery orders, induced are: custom release orders, cargo delivery tallies, cargo ouffurn receipts (final cargo receipt), invoices for cargo. Alphabetically by ship name, by date. File is arranged: How often are records referred to which are: 8. Monthly Reference Rate One to six months old ___daily daily: Thirteen to twenty-four months old 3-4 .: Seven to twelve months old ___ twenty-five months and older, 9. Annual Rate of Accumulation of Repords __: Legal-size drawers __ __: Shalves _____; Other *(specify)* . Letter-size drawers _

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X		If not, where									
	×	b. Does the serie	s contain confid	dential informatio	Prequiring s	acurity handling? If yes, cite la	w or regulation.				
×		c. Is this a vital	ecord?								
×		d. Does this series have historical or long term research value?									
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these									
	×	documents be scheduled separately?									
	X			1		If yes, attach copy.	227				
	X ·	g. is the informa	coov.	in this series ever	analyzed and	d/or recorded in a summarized r	eport?				
		h. Is there a dup	lication of this	series in your office	ca, or in anot	ther office or agency?					
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11.	i. Does the record series result in a computer printout? 1. Retention Requirements The following requires the series to be kept:										
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		tute of limitation leral law		years.		Administrative need	vears.				
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12.	Αροιοί	ed Disposition Inst	ructions Th	nis agency recomn	nends that th	e file series be cut off at the end	of each:				
		~		Calendar Year; (I Fiscal Yea	r; 13 Othersix months					
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		d in the current file		month(s)	year	(s); then					
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		nsfer to State Reco				:	er de la companya de				
		troy. nsfer to State Arch									
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	and s		(b)	1/1/18	and	1 March 1	1-11-80				
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Reco	mmen	dations in para-			30	aus newros committee (Signa	Cos es Ualte				
grapi	h 12 an	e approved.	State Aud	litor/Designee		mall of	1-29-80				
	isappro :planati	ved, attach letter ion.)	Pro A		1						
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AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling S	Section.						
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE					
Application Date	Georgia Ports Authority	Application Number					
11-30-78	Operations Division Post Office Box 2406	79-27					
Application Number	Savannah, Georgia 31402	Date Received Date Completed					
50		JAN 1 9 1979 MAR 1 4 1979					
2. Person to Contact	Working Title	Telephone Number					
Sandra Jones	Operations Manager	964-1721, 289					
3. Action Requested							
	Schedule: ecord will continue to accumulate.	·					
	ccumulation; no further accumulation anticipated. No98 Check One: ☐ Change; ☒ Superce	do. 🗖 Void					
4. Dates of Series	5. Records Series Title Ifollowed by title used in office; if di						
Earliest Latest							
1971 To Date	Individual Ship mport Files	:					
5. Division and Office Function	What is the function of the Division and the Office in	which this record series is created?					
Railroad Company, Say State Docks - Barge Docks & Warehouses. for all divisions of use of space provided The Office Manager in billing, import and of all paperwork with carefully balanced as	ity and is responsible for the operations of vannah State Docks & Warehouses - Garden Cit Terminal, Bainbridge State Docks - Barge Ter He also handles the function of leases, incomplete the Port Authority, and with commercial and by the Georgia Ports Authority. In which this file is created supervises the export departments, analyzes ships' schedule of the field divisions, insures that all paperworks verified against documentation received,	y and Ocean Terminal, Augusta minal & Brunswick State luding negotiating leases lindustrial concerns for work of the warehouse, es, coordinates the processing k is properly prepared and					
hand ling. 7. Record Series Description	This file contains the following documents (include form no Attach samples of the file.	umbers and titles, if any):					
Documents relating to:	Documenting the incoming cargo of a various ships.						
included are:	Cargo discharge orders, temporary cargo recustoms release orders, cargo delivery tal receipts (final cargo receipt), invoices t	lies, cargo outturn					
File is arranged:	Alphabetically by ship name, by date.						
8. Monthly Reference Rate One to six months oldd twenty-five months and olde	How often are records referred to which are: ally; Seven to twelve months old daily; Thirteen ter1-2?	o twenty-four months old $3-4$;					
9. Annual Rate of Accumulation Letter-size drawers	on of Records; Legal-size drawers 12; Shelves;	Other (specify)					

(Over)

YES NO	10. Questionnaire	(Place an "X	"in the proper o	խլուս)							
×	a. Is this the office of the life of the l	-	series?								
×			ential information	requiring security hand	dling? If yes, cite law	or regulation.					
×	c. Is this a vital re	cord?									
X	d. Does this series have historical or long term research value? Long term research										
×	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?										
X											
×	g. Is the informat		n this series ever a	inalyzed and/or recorde	d in a summarized rep	ort?					
×	h. Is there a dupli		ries in your offic	e, or in another office o	er agency?						
×	i. Is this series (a)	a maior portio	n of it! regularly	microfilmed?							
X		in the second se	a computer prin	,							
1. Retenti	on Requirements	The	following requir	es the series to be kept:							
a. State	Law	1	years.	d. Audit perio	od .	years.					
	ite of limitation	7	years.	e. Administra							
c. Feds	ral law		years.	f. Federal ret	ention instructions .	years.					
Attach	copy or excerpt of t	aws or regulatio	ns. Explain âdmi	nistrative need	ivit i						
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These in	nstructions apply to	all prior and fu	uture accumulatio	ens of the series.							
Agency Hea	d/Designee <i>(Signat</i>	ure)	Date	Records Management	Officer (Signature)	Date					
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Recommend	lations in para-		. 1	State Hecords	Committee <i>(Signatu</i>	re) Date					
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'if disappro of explanati	ved, attach letter on.)	Secretaria	State/Designee	Carrol	Wast	3-12-7					
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